

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject:	Number: 13-20
SAFETY PROGRAM AND PROCEDURES	Effective Date: March 16, 2010
Department(s) Affected: All Departments	Supersedes: 13-20 Dated 3/30/93, 11/15/95
Authority: Section 2.12.010 Chico Municipal Code	File Reference: SAF.A.1
	Approved:

I. PURPOSE

To establish an injury prevention program which includes designation of the City's Safety Officer and his/her responsibilities, establishment of work area/departamental and City-wide Safety Committees, safety inspection and training programs, and other related procedures. The purpose of establishing an injury prevention program is to maintain a safe and healthful workplace for all City employees.

II. POLICY

- A. The Human Resources & Risk Management Director shall be designated as the City's Safety Officer with the responsibility of ensuring that the City maintains a safe and healthy workplace, in compliance with all relevant laws and regulations.
- B. City work locations will be organized into work area/departamental units based on common work location and concerns. Those work area/departamental groupings also reflect the employee group which represents the majority of employees in that work area/departamental. This definition will form the basis for safety committee and inspection activities.
- C. Each work area/departamental shall identify and evaluate hazards in the workplace, and shall periodically reinspect work places to identify unsafe conditions or work practices. Employees will be encouraged to report conditions that they feel to be unsafe to supervisors, and shall not be subject to reprisal for such reports.
- D. Each work area/departamental shall maintain a file of all identified hazards and document the timely correction of those hazards. Each work area/departamental shall also maintain a list of hazardous substances used in the workplace and the Material Safety Data Sheet for each of those substances.
- E. Each work area/departamental shall develop and provide regular instruction for employees related to general safe and healthy work practices, as well as instruction on hazards and hazardous substances specific to the employee's job assignment.
- F. Safety committees shall be established in each City work area or department, as defined herein, as a means of communication between employees and management regarding job safety, and to assist the City in the prevention of on-the-job injuries or illnesses. The Police and Fire Departments will each establish a safety committee, as will the Municipal Services Center and each floor of the Municipal Center building. Additionally, two representatives from each work area/departamental safety committee will meet as a City-wide safety committee to discuss City-wide safety issues and the activities of the work area/departamental safety committees.
- G. Employee cooperation in maintaining a safe work place is important to the effectiveness of any injury prevention program. Employees who do not comply with established safety procedures will be instructed to do so. Subsequent failures to observe safety procedures and standards will be considered in evaluating performance and possible disciplinary action.

III. PROCEDURE

A. SAFETY OFFICER DESIGNATED; DUTIES AND RESPONSIBILITIES

The Safety Officer shall be responsible for coordination of safety committee activities, periodic inspections and ongoing evaluation of the City's safety efforts. Additionally, the Safety Officer shall coordinate all California Occupational Safety and Health Act Program (CAL-OSHA) inspections and communications for the City.

B. CAL-OSHA INSPECTION PROCESS

When a CAL-OSHA inspector identifies himself/herself to any City employee for the purpose of making a safety inspection, the following procedure is to be followed:

1. The employee shall:
 - a. Immediately notify his or her supervisor of the inspection.
 - b. Accompany the inspector on the inspection, as authorized by the employee's supervisor.
 - c. Notify the employee's supervisor or department head of any subsequent written or verbal communication from the inspector.
 - d. At the completion of the inspection, return to his/her job duties immediately, unless directed to the contrary by the supervisor.
2. The Supervisor shall take appropriate action as required by departmental rules regarding safety inspections, including immediately notifying the department head and the Safety Officer of the inspection.
3. The Safety Officer shall:
 - a. Proceed to the job site to participate in the inspection. In the Safety Officer's absence, the Risk Manager is authorized to participate in said inspections.
 - b. Make necessary notes and review the inspection with the CAL-OSHA inspector and provide any required documentation to the inspector.
 - c. Summarize the inspection and review the completion of any corrective action to be taken with the appropriate department head.
4. The Department Head shall:
 - a. Provide a copy of any written material provided by the inspector to the Safety Officer.
 - b. Supervise the completion or correction of any procedures or equipment as required by the inspector.
 - c. Notify the Safety Officer of all corrective action taken.

C. WORKPLACE HAZARD INVENTORY AND QUARTERLY SAFETY INSPECTIONS

1. Each work area/department shall complete an inventory of workplace hazards annually, using the CAL-OSHA "Annual Self-Inspection Check List," included herein as Exhibit 1, completing portions that apply and adding information regarding potential workplace hazards that are unique to work area/departmental activities. One copy will be retained in the department office and another forwarded to the Safety Officer for review and filing.
2. Additionally, each work area/department will conduct quarterly safety inspections of the workplace, reviewing identified hazards, and evaluating the work sites for new or previously unidentified hazards.
3. Each work area/department will maintain a list of all hazardous substances which are in use or stored in the workplace and a file or binder which contains Material Safety Data Sheets (MSDS) for each product. The "Hazard Communication Program Information Sheet," included as Exhibit 2, will be posted in each work area/department.

All hazardous materials will be retained in their original containers which are labeled with the identity of the hazardous substance(s), the relevant warning statements, and the name and address of the chemical manufacturer or importer, unless transferred to secondary containers which are labeled with the identity and hazard warning statement.

Employees will be trained as part of their basic safety training program regarding:

- a. The purpose of the hazard communication program.
- b. Any operations in their work area where hazardous substances are present.
- c. The location of the Hazard Communication Program Information Sheet.
- d. The physical and health effects of the hazardous substances.
- e. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.

- f. How to lessen or prevent exposure to these substances, emergency and first aid procedures to follow if employees are exposed to hazardous substance(s), and
 - g. How to read labels and review MSDS to obtain appropriate hazard information.
4. The Safety Officer will be responsible for ensuring that the annual inventory and inspection is completed by all work areas/departments for each of their work locations and that the list of hazardous substances, MSDS, and Hazard Communication Program Information Sheet are appropriately maintained.
 5. If hazards are identified during the annual inventory or quarterly safety inspection, a "Workplace Safety Hazard Report Form" (Hazard Report Form), included as Exhibit 3, shall be completed and one copy forwarded to the Safety Officer. The department will be responsible for timely investigation and any necessary correction of the hazard.
 6. Section II of the Hazard Report Form will be completed by the department and a copy forwarded to the Safety Officer when the hazard has been investigated and, if necessary, corrected.
 7. The Safety Officer shall be responsible for monitoring investigation and correction of all reported hazards for timely correction based on the severity of the hazard.

D. WORKPLACE HAZARD REPORTING AND CORRECTION

1. Division supervisors shall be responsible for assessing workplace hazards on an ongoing basis and therefore will be required to be familiar with safety and health hazards to which employees under their immediate direction and control may be exposed. Employees will be encouraged to report potential workplace hazards to their supervisors.
2. When the supervisor determines that an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, they shall remove all exposed employees from the area, except those necessary to correct the existing condition. Employees who are needed to correct the hazardous condition shall not do so unless provided with the necessary safety equipment.
3. When any hazard is identified by employees or supervisors, a Hazard Report Form shall be completed and processed as noted in Section III.C. above.
4. The investigation of all incidents which result in injury or illness of an employee shall be conducted by the supervisor and the results reported on the Supervisor's Report of Injury which is completed as part of the Workers' Compensation reporting process.
5. Employees may anonymously report potential workplace hazards to either a supervisor, safety committee member or to the Safety Officer, in writing or verbally. The individual notified shall be responsible for completing a Hazard Report Form and initiating the investigation process.

E. SAFETY TRAINING

1. Each department shall review potential workplace hazards at the time of the annual inspection and develop a training plan to ensure that new, transferred and continuing employees receive instruction relevant to safety of their workplace on a regular basis. A copy of the training plan will be forwarded to the Human Resources & Risk Management Director.
2. The department shall also provide training to all employees when a new hazardous procedure or product is added to an employee's work assignment, or a product or procedure previously used is subsequently recognized as hazardous.
3. Records of all training provided to employees shall be maintained in the safety training file of the division/department office and a copy will be forwarded to the Human Resources & Risk Management Office for filing in the employee's personnel file on a semi-annual basis in January and July of each year. Departments may choose to use their own record form, or the "Employee Safety Training Record" form, included as Exhibit 4.

F. ESTABLISHMENT, COMPOSITION OF, AND APPOINTMENT TO WORK AREA/DEPARTMENTAL SAFETY

COMMITTEES

1. A safety committee shall be established in each work area/department, composed of one employee and one supervisor/manager from each division, who will meet on at least a quarterly basis to discuss possible hazards, occupational injuries and illnesses, exposures to hazardous materials and needed training for the workplace and provide recommendations regarding these matters to the City-wide safety committee.
2. The department head will appoint the supervisor/manager from each division to participate in a work area/departmental safety committee. The employee organization or union representing the majority of the employees in each division will appoint an employee representative to the work area/ departmental safety committee. If the employee organization or union fails to appoint an employee representative within thirty days after the committee is formed or a vacancy occurs, the department head will make such appointment.
3. Minutes for the work area/departmental safety committee meetings will be forwarded to the Human Resources & Risk Management Office for filing.

G. CITY-WIDE SAFETY COMMITTEE COMPOSITION AND DUTIES.

1. Each work area/departmental safety committee will appoint one employee and one supervisor/manager to participate in a City-wide Safety Committee which will meet at least quarterly to:
 - a. Review the periodic worksite inspections completed by the departments;
 - b. Review accident and near miss investigations, causes of incidents resulting in injury, illness or exposure to hazardous substances;
 - c. Review investigations of alleged hazardous conditions brought to the attention of committee members;
 - d. Develop and implement activities which will recognize employees who follow safe and healthful work practices;
 - e. When necessary, conduct inspections and investigations regarding safety issues and hazards that are relevant to the City as a whole;
 - f. When appropriate, submit suggestions to the City Manager for prevention of future incidents; and,
 - g. Upon the request of CAL-OSHA, verify abatement action taken by the City in response to citations issued by CAL-OSHA.
2. The Human Resources & Risk Management Director, as Safety Officer, or the Risk Manager, in the absence of the Human Resources & Risk Management Director, will participate as a member and chair of this committee.
3. Minutes for the City-wide safety committee meetings will be forwarded to the Human Resources & Risk Management Office for filing. They will be made available for review in the Human Resources & Risk Management Office by affected employees and CAL-OSHA, and posted on departmental bulletin boards.

H. COMPENSABILITY FOR PARTICIPATION IN SAFETY COMMITTEE MEETINGS AND ACTIVITIES

Employees participating in work area/departmental and City-wide safety committees will not be charged vacation or other leave time if such meetings are held during the employees' normal work hours, nor shall such employees receive overtime or call-back pay for participation in safety committee meetings or activities.